



St. Mary's
Education Centre/Academy

ST. MARY'S EDUCATION CENTRE/ACADEMY

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Friday, September 15, 2023,

St. Mary's Education Centre/Academy would like to inform of Emergency procedure **drills** that will be occurring during the instructional hours of the week of September 18th to September 22nd.

On Tuesday, September 19 SMEC/A will participate in our first CODE BLUE: (Lockdown drill) of the 2023-2024 academic year.

All schools shall conduct **two lockdown drills each school year** with one completed in each semester. The first drill must be completed by September 30 and the second completed by February 28 in the second semester. To reduce the risk of generating psychological trauma or fear, we are informing families, students, and staff the exact date of the drill. For the second drill, families, students, and staff will be notified of the week the drill will take place. At SMEC/A our goal is for families, students, and staff to become comfortable conducting lockdown drills while students are static (in class) before advancing to drills while students are moving (recess, lunch, class change). RCMP officer(s) or Operations staff member(s) may be present to assist in evaluating the success of the drill.

On Thursday, September 21 SMEC/A will participate in our school relocation drill.

Relocation to a predetermined site will be exercised **once each school year, with results recorded.**

RCMP will be present to assist in the safe evacuation and relocation of students and staff from SMEC/A to a designated location. Our designated relocation spot will be the Ice Plex arena adjacent to the school.

The objective of a relocation is to move students and staff to a pre-determined location away from the school in a safe and timely manner.

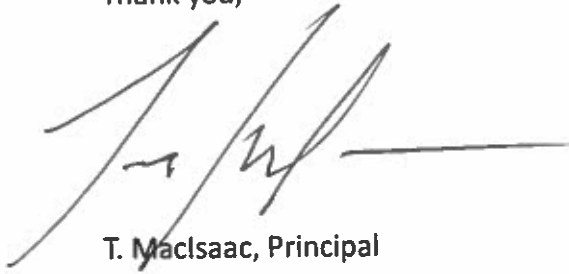
- The relocation plan provides guidance to school staff, students, and visitors about safely relocating to an alternate site as follows:
 - the circumstances under which a relocation should be initiated
 - the means for announcing a relocation
 - identification of the primary relocation site or sites

- identification of the alternate relocation site or sites
- specific procedures to be taken to ensure student safety during relocation
- a system to account for students prior to departure from the school site and on arrival at the relocation site
- the circumstances for students to be released to parents/guardians or on their own
- a system for accounting for students released to parents/guardians or on their own

Our primary goal is to perform the emergency procedure drills to ensure safety and introduce staff and students to school emergency safety procedures.

If you have any questions regarding our upcoming emergency procedures drills, please contact administration (902) 522 2035.

Thank you,

A handwritten signature in black ink, appearing to read 'T. MacIsaac', followed by a horizontal line extending to the right.

T. MacIsaac, Principal